

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS**  
**Thursday, June 15, 2023**

Members of the public wishing to participate telephonically, could do so by calling: 515-207-8241 and entering Conference ID: 189 093 379#

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order in the City Hall Council Chambers on Thursday, June 15, 2023, at 5:31 p.m. by presiding Chair Miller.

<b>Commission</b>	Heather Schebel	Joe Hrdlicka <i>Secretary</i>	Jim Miller <i>Chair</i>	Aaron Sewell	Linda Lowe <i>Vice-Chair</i>
<b>Present</b>	X		X	X	X

<b>Commission</b>	Melissa Clarke-Wharff	Kathleen Till Stange
<b>Present</b>		X

<b>Staff &amp; Council</b>	Ryan Penning <i>Director of Parks &amp; Recreation</i>	Marco Alvarez <i>Superintendent of Parks</i>	Laura Murphy <i>Superintendent of Recreation</i>	Shayne Ratcliff <i>General Manager of RecPlex</i>	Miranda Kurtt <i>Administrative Secretary</i>
<b>Present</b>	X	X	X	X	X
<b>Staff &amp; Council</b>	Greg Hudson <i>Council Liaison</i>				
<b>Present</b>					

**On Item 1. Call to Order/Approval of Agenda**

Schebel moved to approve the agenda as presented. Lowe seconded. Motion carried unanimously.

**On Item 2. Citizen Forum**

None.

**On Item 3. 3. Approval of Minutes of May 18, 2023, Meeting**

Lowe moved to approve the minutes as presented. Sewell seconded. Motion carried unanimously.

**On Item 4 Old Business**

None.

**New Business**

**On Item 5A. – Presentation – Annual Reports**

**1. SportsPlex West**

Blake Marchant, SportsPlex West League Director, provided an update on their organization. This user group provides Competitive Baseball Leagues (CBL) and Open Baseball Leagues (OBL). The leagues began their season at the end of March. Marchant discussed how program fees are allocated and what the participants fees cover. The participation continues to grow with approximately 200-300 signing up for the recreation (OBL) league. Their Financial Statement shows revenues covering expenses with a slight profit. Till Stange questioned what the relationship is between the organization and City. Penning stated the city has taken over the maintenance of the fields and complex. SportsPlex West runs the Competitive Baseball League and they manage the Open Baseball League for the city. The maintenance is contracted out to Musco Lighting which is paid for by the Parks and Recreation Department. It has been shown that for-profit organizations are more invested in the organization

than volunteer ran. Lowe questioned if youth can participant in both leagues at the same time and Marchant provided scenarios where this can happen. This organization is open to any gender, residents, and non-residents.

**On Item 5B. – Motion – Approval of Recommendation of City Council – Fees and Charges**

Miller stated that the recommended updates to fees and charges were presented to the Facilities Committee and they did not have any issues. Penning stated that fees are reviewed twice a year by the Finance and Administration sub-committee. The recommended updates were not included in the recommendation that were approved in January 2023. The increase in fees and charges are being adjusted due to usage data collected in the last couple of years. The Raccoon River Boathouse revenue can be impacted if there is a special event in Raccoon River Park and the proposed fee will assist in covering this loss of revenue. The fees for facilities are approved by Parks and Recreation Advisory Board and City Council whereas program fees do not need these approvals.

Schebel moved to approve the Recommendation of City Council - Fees and Charged as presented. Till Stange seconded. Motion carried unanimously.

**Staff Reports**

**On Item 6A. Superintendent of Parks**

Alvarez stated that the Southwoods Park Disc Golf Course was opened on Friday, June 9. The permanent course signs are scheduled to be installed this summer. The playground replacement at Raccoon River Park is on track for opening this fall. The footings for the new parks' signage are being poured. Design work is underway for Holiday Park Baseball Phase Eight and playground renovations for Crossroads, Jaycee, and Kiwanis. The Raccoon River East Greenway Master Plan public input is July 27 in Valley Junction. Lowe questioned what the orange button is for at various parks. Alvarez stated they are to activate the lights. Lowe questioned if nets at Holiday Baseball Park foul balls area could be installed. Penning stated that there are plans for this. Miller questioned the Jordan Creek Trail status and Marco stated the trail contractor will take about 2-3 weeks with the potential to be closed for a month.

**On Item 6B. Superintendent of Recreation**

Murphy stated there were 11,000 admissions to the aquatic centers for Memorial Day weekend and the first weekend they were opened compared to last year's 5,000. The staff has been doing great. The swim lessons still have a few spots open. The Pickleball League started the season with 66 teams. Holiday Baseball Park and Raccoon River Softball complexes are busy with tournaments. Jess Lancial, Naturalist, started on May 30 along with our Recreation Intern, Mason Ayres. The Boathouse added bikes to their rentals this year. There will be beach maintenance at the Boathouse to add sand to the loading area. Friends of Parks and Recreation had a strategic meeting on June 14. An offer has been extended for the Concessions Coordinator position.

**On Item 6C. RecPlex General Manager**

Ratcliff stated RP Kids Camps have incorporated field trips this year. Michael Born and Bowen Born basketball camps have been busy. This time of year, the main arena transitions from ice to hard floor back to ice until the end of July to accommodate various events. The RecPlex held the World Cup Soccer Tournament for the Central Tournament League. Because of the synthetic turf at the RecPlex, organizations can count on their event not being cancelled due to rain outs.

**On Item 6C. Director of Parks and Recreation**

Penning stated that on behalf of the Public Arts and Advisory Commission, Allison Ullestad applied for a \$25,000 Bravo grant for the art piece that will be incorporated at the new Raccoon River Park playground.

The Commission was awarded a \$29,000 Grant. Staff has been in the process of reviews, setting goals, and merit increases.

**On Item 7. Other Matters**

None.

**On Item 8: Receive, File and/or Refer:**

A. City Council Communications

June 5, 2023 Motion – Approval of Professional Services Agreement – Pearson Park – South and North Bridge Replacement

B. Parks CIP Projects Status

Schebel moved to adjourn the meeting. Lowe seconded. Motion carried unanimously. Meeting adjourned at 6:11 p.m.

Respectfully submitted,

M Kurtt 8-17-23  
Miranda Kurtt Date  
Executive Assistant to Director

ATTEST:

Linda Lowe 8-17-23  
Linda Lowe Date  
Vice-Chair